Approve Timecards - Managers

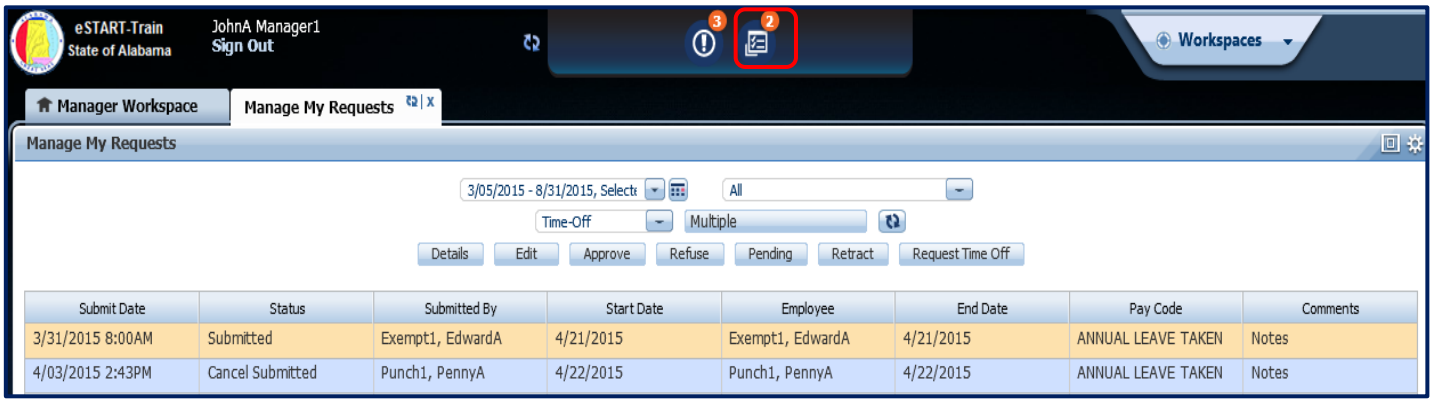
eSTART State of Alabama

Reviewing Time Data at the End of the Pay Period

Preparing to approve the timecards is extremely important to ensure that your employee's time and leave events are accurate. Several tools are available in eSTART to aid in this process.

Manage My Requests

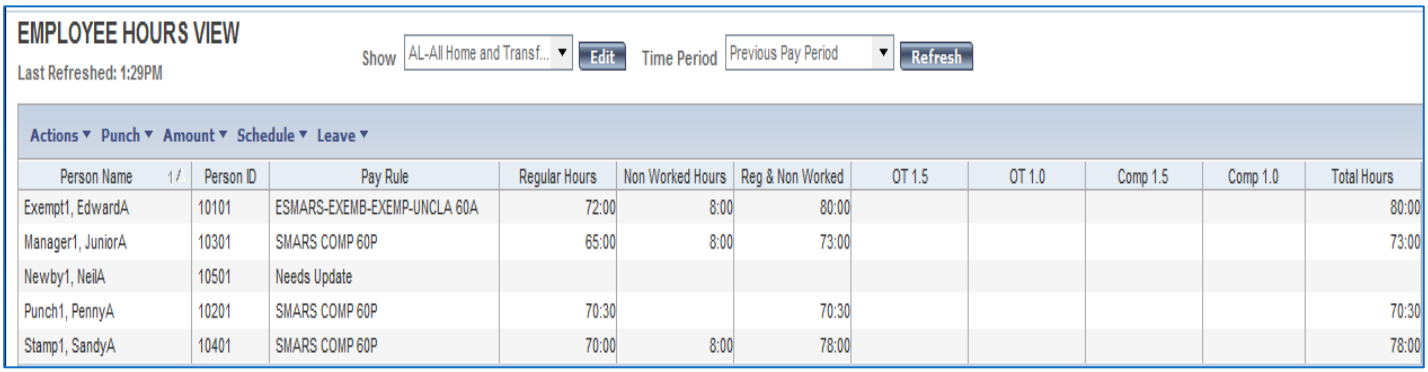
Access the Manage My Requests widget to ensure that all time off requests have been appropriately acted upon. This widget is accessed from the **Request Manager** alert icon or from **Related Items>Manage My Requests**. Any requests in Submitted or Cancel Submitted status must be addressed.



Submit Date	Status	Submitted By	Start Date	Employee	End Date	Pay Code	Comments
3/31/2015 8:00AM	Submitted	Exempt1, EdwardA	4/21/2015	Exempt1, EdwardA	4/21/2015	ANNUAL LEAVE TAKEN	Notes
4/03/2015 2:43PM	Cancel Submitted	Punch1, PennyA	4/22/2015	Punch1, PennyA	4/22/2015	ANNUAL LEAVE TAKEN	Notes

Employee Hours View

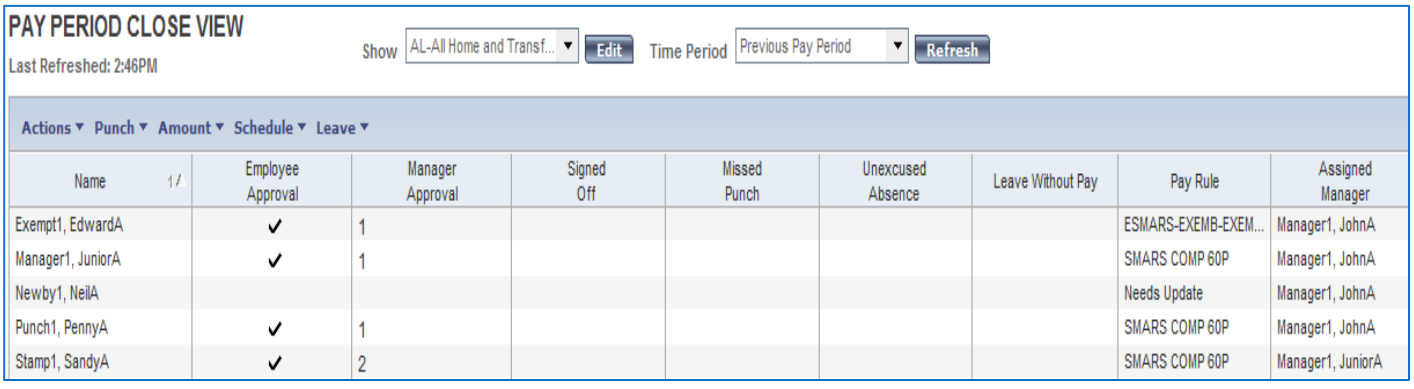
The Employee Hours View widget is useful for verifying that your employees have the correct number of hours for the pay period. Any compensatory time or overtime earned by an employee may be viewed here as well. This view is accessed from **Related Items>My Views>My Genies>Employee Hours View**.



Person Name	Person ID	Pay Rule	Regular Hours	Non Worked Hours	Reg & Non Worked	OT 1.5	OT 1.0	Comp 1.5	Comp 1.0	Total Hours
Exempt1, EdwardA	10101	ESMARS-EXEMB-EXEMP-UNCLA 60A	72:00	8:00	80:00					80:00
Manager1, JuniorA	10301	SMARS COMP 60P	65:00	8:00	73:00					73:00
Newby1, NeilA	10501	Needs Update								
Punch1, PennyA	10201	SMARS COMP 60P	70:30		70:30					70:30
Stamp1, SandyA	10401	SMARS COMP 60P	70:00	8:00	78:00					78:00

Pay Period Close View

The Pay Period Close widget is also useful for making a final review of your employee time records and displays indicators for employee and manager approvals. This view is accessed from **Related Items>Pay Period Close** or **Related Items>My Views>My Genies>Pay Period Close**.



Name	Employee Approval	Manager Approval	Signed Off	Missed Punch	Unexcused Absence	Leave Without Pay	Pay Rule	Assigned Manager
Exempt1, EdwardA	✓	1					ESMARS-EXEMB-EXEM...	Manager1, JohnA
Manager1, JuniorA	✓	1					SMARS COMP 60P	Manager1, JohnA
Newby1, NeilA							Needs Update	Manager1, JohnA
Punch1, PennyA	✓	1					SMARS COMP 60P	Manager1, JohnA
Stamp1, SandyA	✓	2					SMARS COMP 60P	Manager1, JuniorA

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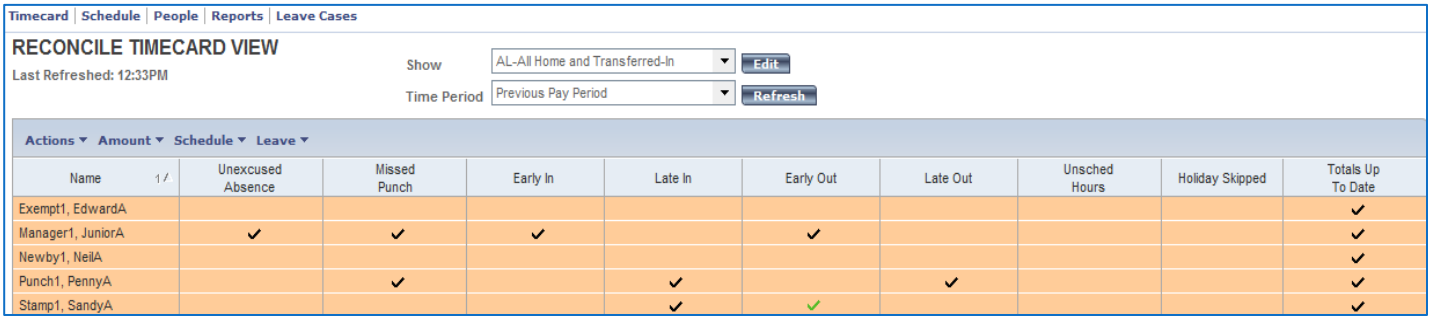
Reconcile Timecard

The Reconcile Timecard widget helps you to identify timecard discrepancies at the end of a pay period so that you can perform final edits. You must correct all exceptions before timecards are signed off by Administrators. Otherwise, employees may not get paid correctly for that pay period. This view is accessed from **Related Items>Reconcile Timecard** or **Related Items>My Views>My Genies>Reconcile Timecard**.

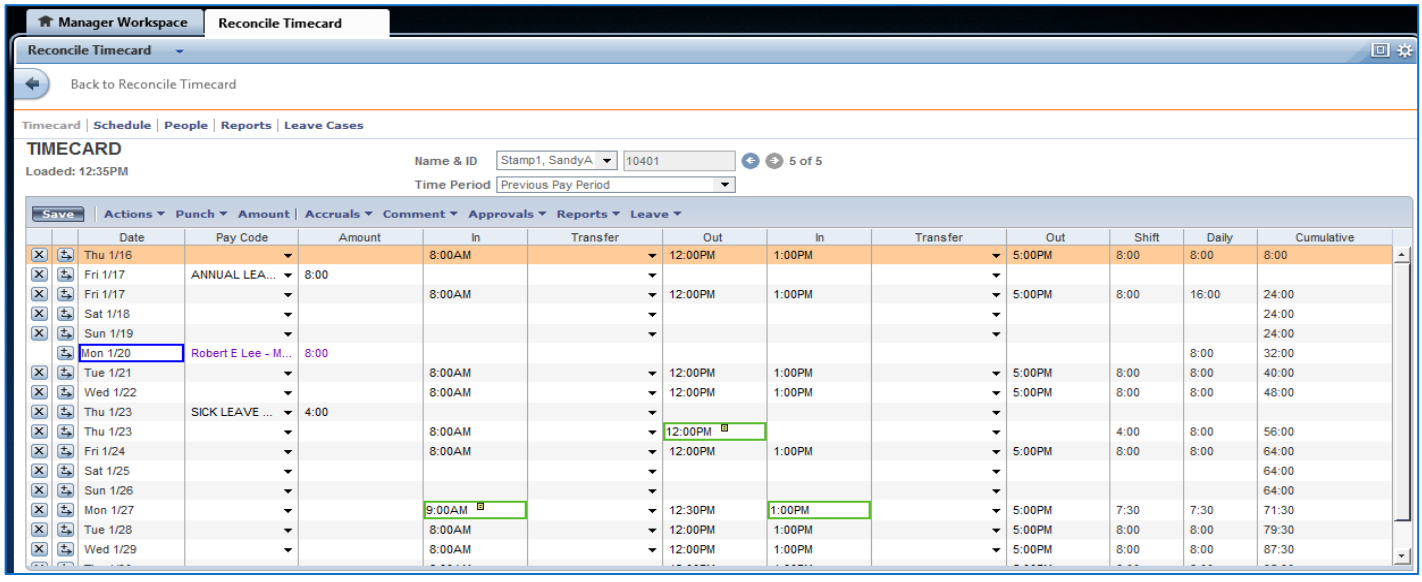


Name	Unexcused Absence	Missed Punch	Early In	Late In	Early Out	Late Out	Unsched Hours	Holiday Skipped	Totals Up To Date
Exempt1, EdwardA									✓
Manager1, JuniorA	✓	✓	✓		✓				✓
Newby1, NeilA									✓
Punch1, PennyA		✓		✓		✓			✓
Stamp1, SandyA				✓	✓				✓

Approve Timecard

After you finish editing your employees' timecards, you must approve them to indicate to Payroll that they are ready for processing. After you approve a timecard, the employee cannot make any edits unless you remove your approval.

1. From any of the above widgets, select the desired employee group from the **Show** drop-down.
2. Select **Previous Time Period** from the **Time Period** drop-down.
3. Select all employees from **Actions>Select All**.
4. Click **Timecard** from the Quicklink menu.



Date	Pay Code	Amount	In	Transfer	Out	In	Transfer	Out	Shift	Daily	Cumulative
Thu 1/16			8:00AM		12:00PM	1:00PM		5:00PM	8:00	8:00	8:00
Fri 1/17	ANNUAL LEA...	8:00									
Fri 1/17			8:00AM		12:00PM	1:00PM		5:00PM	8:00	16:00	24:00
Sat 1/18											24:00
Sun 1/19											24:00
Mon 1/20	Robert E Lee - M...	8:00								8:00	32:00
Tue 1/21			8:00AM		12:00PM	1:00PM		5:00PM	8:00	8:00	40:00
Wed 1/22			8:00AM		12:00PM	1:00PM		5:00PM	8:00	8:00	48:00
Thu 1/23	SICK LEAVE ...	4:00									
Thu 1/23			8:00AM		12:00PM				4:00	8:00	56:00
Fri 1/24			8:00AM		12:00PM	1:00PM		5:00PM	8:00	8:00	64:00
Sat 1/25											64:00
Sun 1/26											64:00
Mon 1/27			9:00AM		12:30PM	1:00PM		5:00PM	7:30	7:30	71:30
Tue 1/28			8:00AM		12:00PM	1:00PM		5:00PM	8:00	8:00	79:30
Wed 1/29			8:00AM		12:00PM	1:00PM		5:00PM	8:00	8:00	87:30

5. Review the timecard and address any exceptions that have not previously been edited. Reviewed or edited exceptions are now outlined in green and pay code dates for excused absences are outlined in blue.
6. Select **Approvals>Approve**.
7. Click the ➔ to page forward to review/approve the next employee timecard, continue until all timecards have been approved.

Note: Approval may be removed by selecting **Approvals>Remove Approval**.